STUDENT FINANCIAL SERVICES
FAFSA & TAP GUIDE
2024 – 2025

FEDERAL SCHOOL CODE: 004799

FAFSA: Free Application for Federal Student Assistance — www.studentaid.gov

Completing the FAFSA for the first time:

Create your Federal Student Aid ID:
studentaid.gov/fsa-id/create-account/launch

Determine if you are an independent or dependent student:

▶ If you answer **"YES"** to any of the following, you're considered an **independent student.** If you answered **"NO"** to any of the following, you're a **dependent student** and need parental information.
- Born before January 1, 2001
- Enrolled in a Master's program
- Married
- A U.S. Veteran (including active duty)
- Have dependent children or other dependents who live with you and receive more than half of their financial support from you.

Independent Students will need:

▶ Your social security number. If you're married, you will need your spouse's as well.

▶ 2022 tax returns for you and your spouse (if married), amount of child support received during 2022, current cash/savings/checking balances and investment information.

▶ Drivers license number, if applicable.

▶ If you're an eligible non-citizen, you will need your alien registration number.

Dependent Students will need:

▶ Your social security number.

▶ 2022 tax returns for yourself, and your contributor(s), amount of child support received during 2022, current cash/savings/checking balances, and investment information.

▶ Drivers license number, if applicable.

▶ If you're an eligible non-citizen, you will need your alien registration number.

▶ Your contributors full name, social security number, date of birth and email address.
- Your contributor (biological, adoptive or step parent) will also have to create an FSA ID. If you have divorced or separated parents, the parent who provided more financial support must create an FSA ID and be reported on your FAFSA. (If you cannot obtain this information, please contact us.)
- This video will help you identify your contributor: **monroecollege.tiny.us/FAFSA**

NOTES: If a required contributor refuses to provide their information, signature, consent and approval to have their federal tax information (FTI) transferred directly from the IRS into the FAFSA form, the student's FAFSA will be incomplete, making the student ineligible for federal student aid.

Meet with a Financial Aid Advisor if there are circumstances which prevent you from obtaining parental information.

Renewing your FAFSA:

▶ Log into your FSA Account: **studentaid.gov/fsa-id/sign-in/landing**

▶ Confirm that your personal information is up to date. This includes your marital status, address, cell number, email address, grade level etc.

▶ Your 2022 income information is required. If you're a dependent, you and your contributor may need to give consent for the income information to be transferred directly to your FAFSA.

▶ If you're a dependent, your contributor will be invited to complete their portion. They must have their own FSA ID to sign your FAFSA. Be sure to click submit.

▶ Once your FAFSA is processed, you will recieve an email from FSA. Check your email for updates on your application status.

▶ We will receive your FAFSA in 5-7 business days.

! NYS residents:
After your FAFSA is processed, visit **www.tap.hesc.ny.gov** to apply for New York State-based financial aid. You can also access this from your FAFSA confirmation page.

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How do I sign into the Tap website?

On your FAFSA confirmation page, click **start your state application** or go to **www.tap.hesc.ny.gov**.

▶ **First-time users:** Create a HESCPIN User ID and Personal Identification Number (PIN).

▶ **Returning users:** If you do not remember your ID and PIN, select "I forgot my USER ID or PIN." This will allow you to display your HESC User ID and reset the PIN.
  - Sign into the HESC Authentication System
  - Select NYS Student Aid – 2024-2025.
  - Make sure your TAP school codes (see above) are listed correctly.
  - Review your TAP summary, then submit.
  - You will receive an email from HESC upon completion and any updates regarding your TAP application status.

You will need:

▶ Your 2022 federal and state tax returns and income from pension(s). If you're married, you need your spouse's information.

▶ If you lived/live with your parents, received/receive financial assistance from your parents, or were claimed/will be claimed by your parents on their tax return, you need their 2022 federal and state tax returns. You also need to report amounts of pension(s) received in 2022 from private, state, or local goverment.

▶ Your spouse's (if you're married) and/or parent(s) (if you're dependent) New York State(NYS) Driver License number or NYS Non-Driver Identification number(s). This number will serve as an electronic signature.

▶ Marital status for your parents, such as date of marriage, separation, divorce or widowhood.

▶ Social security numbers for your spouse (if married) and parents (if you live with them).

Notes:

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Need help with your FAFSA?

FEDERAL STUDENT AID ID (FSAID)
Help
1(800) 433-3243

NEW YORK STATE HIGHER EDUCATION (HESC)
NYS Payment Application (TAP) & Enhanced Tuition Award (ETA) Programs
(888) 697-4372

INTERNAL REVENUE SERVICE
Order a tax return transcript
www.IRS.gov
(800) 908 - 9946

Student Financial Services (SFS)

BRONX & ONLINE
Phone: (646) 393 - 8400/8500
Fax: (718) 817 - 8401

NEW ROCHELLE
Phone: (914) 740 - 6849
Fax: (914) 632 - 0441

OFFICE HOURS

Monday & Thursday
8:30 am – 7:00 pm

Tuesday & Wednesday
8:30 am – 5:00 pm

Office hours are subject to change.

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